



DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF, ARMY RESERVE
2400 ARMY PENTAGON
WASHINGTON, DC 20310-2400



DAAR-ZA

AUG 11 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAR Policy on the Purchase and Presentation of Coins and Other Award or Recognition Items

1. **PURPOSE.** This memorandum establishes Army Reserve policy governing the purchase and presentation of coins and other award or recognition items by USAR personnel. All items such as coins, plaques, mugs, medallions, apparel items, desk sets, trophies, and similar items purchased with appropriated funds (APFs) or non-appropriated funds (NAFs) are covered under this policy, and will be referred to as "awards".

2. **SCOPE.** This policy applies to awards purchased with APFs or NAFs by all USAR organizations. It does not apply to award items, as defined above, purchased with personal or private funds. It is applicable to and binding on all USAR organizations under the authority granted to the Chief, Army Reserve by 10 USC 3038b for execution of the Army Reserve budget.

3. **POLICY.**

a. USAR personnel will not use APFs to purchase personal gifts, souvenirs, or tokens of appreciation. USAR organizations and personnel will purchase and present awards only under the specific authorities and in accordance with the procedural guidance set out in this memorandum.

b. Coins and award items may only be purchased with APFs for soldier awards, civilian employee awards, official courtesies under AR 37-47, and public affairs activities under AR 360-1.

c. Only NAFs may be used to purchase volunteer awards authorized under AR 215-1.

d. Coins and award items purchased with APFs or NAFs (including official representation funds (ORFs)) will not include the individual name of the presenter. It may include the office or title of the presenter and the name of the recipient. Officials authorized to purchase and present coins are authorized to purchase only one coin design for their unit. As an exception to this rule, general officer commands and equivalent sergeant majors may authorize coins reflecting their position in addition to the unit coin.

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e. Each organization authorized to present awards will maintain a record of awards containing the name of each person who received an award, the date of the award, and justification for the award.

f. Only general officer commanders and their command sergeant majors are delegated the authority to present coins and award items as defined above. This authority may be further delegated to general officers who are either deputy or assistant commanders, and down to the level of commanders and command sergeant majors at the brigade level.

g. As Chief, Army Reserve, I hereby delegate presentation authority to: 1. Deputy Chief, Army Reserve; 2. Deputy Chief, Army Reserve (IMA); and 3. Command Sergeant Major Army Reserve.

h. As Commander, USARC, I hereby delegate presentation authority to the following persons on the USARC Headquarters staff: 1. Deputy Commanding General, USARC; 2. Chief of Staff, USARC; and 3. Command Sergeant Major, USARC. I also hereby delegate presentation authority to colonel (O-6) commanders of units that report directly to me as the USARC Commander.

i. Only commanders and officials who are authorized to present coins and other award or recognition items under this policy are authorized to spend a reasonable amount of locally available APFs to purchase unit coins. Every effort must be made to minimize this cost. Where possible, unit coins should be purchased in bulk to reduce the per item cost.

j. Commands that are authorized to present awards under this policy and that elect to execute an awards program in accordance with this policy will establish a written local command policy, which specifies the authorized presenters in the command and the specific items authorized to be presented as awards. Such policy will be reviewed by the supporting judge advocate office prior to promulgation to ensure compliance with this policy.

3. **SOLDIER AWARDS**. Appropriated funds may be used to purchase awards for soldiers only under the following circumstances (authority: 10 USC 1125 and AR 600-8-22):

a. The award is presented for excellence in accomplishment, which clearly contributes to the increased effectiveness or efficiency of the military unit. The award must reflect this purpose by inscription or by design (e.g., the award states or is inscribed with words to the effect of: "presented for outstanding performance"); and

b. The cost of the award does not exceed \$75 per item for an individual award or \$250 per item for a unit award (the cost of organization coins should always fall far below this per item limit); and

c. The award is not given for the performance of regular or routine duties, and does not duplicate another award presented for the same purpose.

4. **CIVILIAN EMPLOYEE AWARDS.** Appropriated funds may be used to purchase awards, including coins, as honorary or informal recognition for Federal civilian employees only under the following circumstances (authority: 5 USC §§ 4501-07 and 5 C.F.R. Part 451, Subpart A):

a. The recipients are civilian employees (including military technicians, when the award is for military technician duties) of Federal agencies listed in 5 C.F.R. § 451.101(c); and

b. The award is presented based on at least one of the following:

(1) A suggestion, invention, superior accomplishment, productivity gain, or other personal effort that contributes to the efficiency, economy, or other improvement of USAR operations or achieves a significant reduction in paperwork; or

(2) A special act or service in the public interest in connection with or related to official employment.

c. For Federal civilian employees not employed by the Army, 5 C.F.R. § 451.104(d) provides “When an award is approved for an employee of another agency, the benefiting agency [i.e., USAR] shall make arrangements to transfer funds to the employing agency to cover the award. If the administrative costs of transferring funds would exceed the amount of the award, the employing agency shall absorb the award costs and pay the award.” Any award proposed for presentation to a Federal civilian employee employed by any agency other than the Army shall be coordinated with the employee’s agency in advance.

5. **OFFICIAL REPRESENTATION FUNDS – VIP AND DIGNITARY COURTESIES, AND GIFTS.** Separate statutory and regulatory authority permits the presentation of “mementos” to certain “authorized guests” of the Army who are not DOD personnel. The policy and procedures for such items are set forth in AR 37-47 (which implements 10 USC 127). No award procured with Army Reserve appropriations may be presented to any non-Federal employee/soldier (including civilian citizens, foreign dignitaries, private organizations, and civilian officials) unless properly reviewed and approved under AR 37-47.

6. **MEMENTOS FOR GUEST/SPEAKERS AT CONFERENCES.** Items purchased with appropriated funds will not be presented at conferences as tokens of thanks, appreciation, goodwill, or other personal gestures. These items may be purchased and given using personal funds. There is no separate authority to use appropriated funds to buy gifts for speakers, guests, or other attendants at a Government-sponsored or co-sponsored conference, meeting, or training event.

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7. COMMUNITY RELATIONS AND PUBLIC AFFAIRS ITEMS. The purchase of any award item for a community relations or public affairs purpose, regardless of dollar value, will be reviewed by the supporting judge advocate prior to purchase or presentation to ensure that any item that is personal in nature is specifically authorized by statute and essential to the achievement of information dissemination or community liaison (authority: AR 360-1 and 70 Comp. Gen 248 (1991)).

8. VOLUNTEER AWARDS. The USARC Family Support Program, as the executive agent for the Army Reserve Family Support Program, is authorized to expend Family Support Nonappropriated Funds (FS-NAF) for its operation, per USARC Regulation 608-1, paragraph 6-4. Pursuant to AR 215-1, paragraph 4-11a (3), NAFs may be used to present awards to volunteers during recognition ceremonies.

10. ADDITIONAL POLICIES.


a. USAR personnel will not distribute coins or other items purchased with APFs as award items to individuals or nonfederal government agencies as calling cards or to create goodwill, or to encourage or to reward cooperation with the military, unless specifically authorized above.

b. Personnel authorized to present coins and other award items will not give or exchange coins or other award items purchased with APFs to peers, superiors, commanders, military personnel, or civilian employees during official visits to military organizations as gifts or collectors items. Nothing contained in this paragraph precludes a visiting commander from issuing on the spot awards in accordance with paragraphs 3 and 4 above.

c. Coins and award items may not be presented to contractor personnel for their work or status as a contractor unless specifically authorized under contract. Any presentations to contractor employees must be coordinated with the Contracting Officer prior to presentation. Individual(s) must qualify under one of the specific authorities listed above for awards unrelated to contract work or performance.

d. Awards purchased with APFs may not be given to private organizations or to military personnel as a reward for participating in or supporting a private organization.

e. Any program for purchase of awards with APFs or NAFs will receive a legal review prior to any expenditure of funds, to ensure compliance with this memorandum and applicable statutory and regulatory authority.


JAMES R. HELMS
Lieutenant General, USA
Chief, Army Reserve

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DISTRIBUTION:

MG Jamie S. Barkin, Commander, 3d MEDCOM
MG Robert B. Ostenberg, Commander, 63d RRC
BG Jose M. Rosado, Commander, 65th RRC
MG Lawrence J. Johnson, Commander, 70th RRC
MG Perry V. Dalby, Commander, 75th Div (TS)
MG Richard S. Colt, Commander, 77th RRC
MG Wayne M. Erck, Commander, 78th Div (TS)
MG Douglas O. Dollar, Commander, 80th Div (IT)
MG Alan D. Bell, Commander, 81st RRC
MG Charles E. Gorton, Commander, 84th Div (IT)
MG Michael G. Corrigan, Commander, 85th DIV (TS)
MG William B. Watson Jr., Commander, 87th DIV (TS)
BG Michael W. Beasley, Commander, 88th RRC
MG Michael W. Symanski, Commander, 89th RRC
BG James R. Sholar, Commander, 90th RRC
MG Rodney M. Kobayashi, Commander, 91st DIV (TS)
MG Dennis J. Laich, Commander, 94th RRC
MG Robert S. Silverthorn Jr., Commander, 95th Div (IT)
MG James P. Collins, Commander, 96th RRC
MG Bruce E. Robinson, Commander, 98th Div (IT)
MG Karol A. Kennedy, Commander, 99th RRC
BG Gregory J. Hunt, Commander, 100th Div (IT)
BG Terrill K. Moffett, Commander, 104th Div (IT)
MG Charles E. McCartney, Jr., Commander, 108th Div (IT)
MG William S. Crupe, Commander, 143d TRANSCOM
MG Paul E. Mock, Commander, 311th COSCOM
MG George F. Bowman, Commander, 311th TSC
MG Lowell C. Detamore Jr., Commander, 335th TSC
MG David E. Kratzer, Commander, 377th TSC
MG Richard E. Coleman, Commander, 412th ENCOM
MG Robert L. Heine, Commander, 416th ENCOM
MG George W.S. Read, Commander, US Army Reserve Readiness Cc
COL Robert C. Rego, Commandant, ARRTC
COL Deborah A. Kelley-Hoehn, Commander, NAAD
LTC Michael J. Currie, Commander, 244th Aviation Brigade
BG James F. Reynolds, Jr., Commander, 2d Med Brigade
BG Donald L. Jacka, Commander, 3d COSCOM
BG Thomas D. Robinson, Commander, 3d TMCA
BG Robert J. Kasulke, Commander, 8th Med Brigade
BG Larry Knighter, Commander, 81st RSG
BG William C. Kirkland, Commander, 88th RSG

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Distribution (continued):

BG Bruce D. Moore, Commander, 90th RSG
BG Dennis P. Geoghan, Commander, 220th MP Brigade
BG James E. Payne III, Commander, 300th MP Command (IR)
BG James A. Hasbargen, Commander, 330th Med Brigade
BG Michael H. Walter, Commander, 332d Med Brigade
BG Dennis E. Lutz, Commander, 359th Signal Brigade
BG James L. Snyder, Commander, 411th Eng Brigade
BG Robert A. Pollmann, Commander, 420th Eng Brigade
BG Janis L. Karpinski, Commander, 800th MP Brigade, (IR)
BG Dean G. Sienko, Commander, 804th Med Brigade
BG James A. Mobley, Commander, 807th Med Brigade
BG David T. Zabecki, Commander, 7th ARCOM
BG Robert G.F. Lee, Commander, 9th RRC (Prov)
BG Charles H. Davidson IV, Commander, 350th Civil Affairs Command (Prov)
BG Michael A. Kuehr, Commander, 351st Civil Affairs Command
BG John H. Kern, Commander, 352d Civil Affairs Command
COL Steven J. Hashem, Commander, 353d Civil Affairs Command
MG Herbert L. Altshuler, Commander, USACAPOC
LTG Bryan D. Brown, Commander, USASOC
COL Debra Cook, Commander, Army Reserve Personnel Command (ARPC-ZA)
COL David M. Lowry, Commander, USAG-Fort Dix
COL Danny G. Nobles, Commander, USAG-Fort McCoy
COL Michael Staszak, OCAR, Director of Staff